# Shutdown Notification Process – Emergency/Urgent

## Trade Supervisor
- **START**
  - Identify the requirement for a shutdown
  - Define shutdown impact; contact other supervisors as required
  - Contact Zone / Facility Manager to discuss need for shutdown / possible dates

## Zone / Facility Manager
- Verify shutdown times with building occupants
- Send confirmation of dates and times

## Customer Service Agent
- Create additional phases if required
- Create Shutdown Notification on behalf of Supervisor
- Send to building distribution list cc: Zone Manager

## Additional Steps
- Submit completed impact form to CSC
- Generate Shutdown Notification on behalf of Supervisor
- Send to building distribution list cc: Zone Manager
- Perform shutdown

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**Shutdown Notification Draft**
Rev2 – 06-28-16
Shutdown Notification Process – Routine/Planning

**Maintenance Planner**
- Start
- Identify the requirement for a shutdown
- Investigate shutdown impact with input from supervisors
- Complete a shutdown impact form and attach to the WO
- Complete planning process

**Scheduler**
- Contact Zone/Facility Manager to discuss need for shutdown/possible dates
- Investigate proposed times with Room Scheduling
- Send follow up email of proposed times to Zone/Facility Manager
- Verify shutdown times with building occupants
- Send confirmation of dates and times
- Investigate proposed times with Room Scheduling
- Send confirmation of dates and times

**Zone/Facility Manager**
- Submit completed impact form to CSC
- Complete shutdown impact form and attach to the WO
- Identify shutdown in the weekly schedule
- Submit completed impact form to CSC

**Customer Service Agent**
- Create Shutdown Notification on behalf of Supervisor
- Send to building distribution list cc Zone Manager

**Trade Supervisor**
- Perform shutdown
- END
Shutdown Notification Process – FMD Project Manager with External Contractor

**Contractor**
- **START**
  - Identify the requirement for a shutdown
  - Contact FMD project manager to request shutdown

**Project Manager**
- Contact Trade Supervisor / Electrical Inspector to identify impact
- Contact Zone / Facility Manager to discuss need for shutdown / possible dates
- Submit completed impact form to CSC
- Contact Zone / Facility Manager to discuss need for shutdown / possible dates
- Submit completed impact form to CSC

**Trade Supervisor / Electrical Inspector**
- Investigate shutdown impact
- Provide a shutdown impact form to Project Manager
- Send follow up email of proposed times to Zone / Facility Manager

**Zone / Facility Manager**
- Verify shutdown times with building occupants
- Send confirmation of dates and times

**Customer Service Agent**
- Create WO with phases for all impacted trades
- Create Shutdown Notification on behalf of Project Manager
- Send to building distribution list cc Zone Manager

**END**